

POSITION DESCRIPTION

HVAC Technician

The U.S. Mission in Kuwait is seeking an eligible and qualified applicant for the position of HVAC Technician.

BASIC FUNCTION OF THE POSITION:

The HVAC Technician will operate, maintain, and repair HVAC equipment and systems including: air-cooled chillers, Direct Exchange units, air handling units, filters and chemical biological filters, ductwork, dampers, actuators, fans, cold water lines, heating and cooling units, fan coil units, electric reheats, diffusers, vents, VAV boxes, exhaust fans, supply fans, smoke exhaust fans, fresh air ducts, control valves, cooling coils, and ventilation systems for laundry rooms, kitchens, and rest rooms; inspect, clean, and replace all HVAC filters; and install, service, and repair environmental control systems in residences and office buildings using knowledge of refrigeration theory, pipefitting, and structural layout. The HVAC Technician will also make repairs to other mechanical systems, when this expertise is required. The HVAC Technician is responsible for completing reports and performing administrative duties as required and is responsible for facility custodianship of work area and management of tools, equipment, and spare parts for the HVAC shop.

DUTIES INCLUDE:

- The incumbent performs preventive maintenance and repair and/or installation of heating, ventilation, chillers, vehicle, gates, delta barriers, water coolers, fan coil units, kitchen equipment, ventilating and fire alarm system attached to HVA/C in the Embassy and SDH compounds.
- Performs repair and/or installation of air-conditioning systems, refrigerators etc. in short term leased houses as and when required.
- Performs brazing and metal related work and other tasks as directed by the Facility Manager.